

CITY OF NEW BRITAIN



AFFIRMATIVE ACTION PLAN



Revised: December 14, 2016

**MAYOR ERIN E. STEWART'S COMMITMENT TO AFFIRMATIVE ACTION
AND EQUAL EMPLOYMENT OPPORTUNITIES**

The City of New Britain is a progressive employer where people are proud to work and employees are treated fairly. It is committed to providing equal employment opportunities for its diverse population of employees. All department heads are responsible to ensure that employment decisions such as terms or conditions of employment such as recruitment/hiring, layoffs/firings, compensation, promotions, training, transfers/assignments, or leave/benefits are to be administered fairly and without discrimination.

As Mayor of the City of New Britain, it is my responsibility to administer all of our city's programs and public policies including that of Affirmative Action and Equal Opportunity Employment. New Britain has long been a community of great diversity from ethnic, religious, and racial perspectives.

The City's Mission Statement states in part: **"Our mission as a city is to provide the opportunity to live and work peacefully and prosperously."** The City of New Britain will provide a work environment free from harassment and discrimination. We will achieve and maintain a respectful and welcoming workplace for all members of the community. Harassment, discrimination, and retaliation are prohibited conduct, and violations of this policy will not be tolerated.

In my role as the Mayor of the City of New Britain, I am fully committed to the principles of Equal Employment Opportunity, to the successful implementation of the City's Affirmative Action Plan, and to ensuring that all employees are allowed to work in an environment free from insulting, degrading, or discriminatory treatment and unsolicited or unwelcome sexual overtures or any other unfair, unlawful, or otherwise discriminatory treatment, including heckling, bullying, or workplace violence. I will ensure that all employees, particularly managers, administrators, and department heads, understand the Plan's provisions and take positive steps to ensure compliance with this policy, the Affirmative Action Plan, and procedures developed subsequent thereto. Every effort will be made to make sure full and fair consideration is given to all qualified minority, female, and protected class applicants and employees.

Questions regarding these policies and procedures can be directed to the Human Resources Director at (860) 826-3408 Room 409 of City Hall or the Affirmative Action Officer at (860) 826-3411 Room 308 of City Hall, 27 West Main Street, New Britain, Connecticut 06051.

Erin E. Stewart, Mayor

Date

DISSEMINATION OF POLICY

In order to ensure that all employees, applicants for employment or services, and others are aware that the City of New Britain is an Affirmative Action/Equal Opportunity/Equal Access Employer; and are aware of its official Affirmative Action and Equal Opportunities Policies; the following steps are taken and will continue to be undertaken:

Internal Communications

The City of New Britain's Affirmative Action/Equal Employment Opportunity Policy will be given to all employees and supervisors.

These policies will be communicated to the Common Council, management, supervisory personnel and union presidents to ensure effective implementation.

In addition, the City of New Britain will communicate to all employees the existence of the City's Affirmative Action Plan and upon request make available a copy for their review in the Human Resources Department and the Commission on Human Rights and Opportunities office.

Employees shall be notified of the existence of the City's Affirmative Action Program through the Policy Statement. Hence, employees are advised that all aspects of employment, including job opportunity, training programs, social events, etc., will be available to all regardless of their race, color, sexual orientation, gender, gender identity, national origin, ancestry, religion, age, physical disability, mental retardation, marital status, present or past history of mental disorder, learning disability, criminal record, or veteran status. Additionally, employees are advised to contact their supervisors, the Affirmative Action Officer or the Director of Human Resources concerning problems they may have including those involving discrimination questions.

State and federal Civil Rights posters and the City of New Britain's Policy Statement shall be posted in conspicuous places.

Biannual training (shortly after the time that administrations change through election), explaining the Affirmative Action Plan shall be offered to appointing authorities, commissions, department heads and union representatives, as well as individuals responsible for effective implementation of the Affirmative Action Plan.

External Communications

A list of Affirmative Action recruiting agencies and contacts is maintained in the Human Resources Department. It is reviewed and updated as necessary.

All advertisements and job announcements for prospective employees as well as purchase orders and contracts shall include the following phrase: **The City of New Britain is an Affirmative Action/Equal Employment Opportunity/Equal Access Employer.**

All job announcements include the essential functions, knowledge, skills and abilities; minimum qualifications in training, education and experience, testing requirements and additional special licensing requirements, pursuant to applicable City policy and procedure

All job descriptions are reviewed as vacancies occur to ensure compliance with Civil Rights Laws, the Affirmative Action Plan, to ensure that only bona fide occupational qualifications are included.

A copy of the City's Affirmative Action/Equal Employment Opportunities Policy shall be sent to subcontractors, vendors, suppliers and recipients of recruitment notices. Further, the same shall be made aware of the City's policy to not knowingly do business with anyone who engages in any acts of unlawful discrimination.

ASSIGNMENT OF RESPONSIBILITIES

MAYOR

The Mayor of the City of New Britain as Chief Administrative Officer is responsible for coordinating all City activities involving Equal Opportunities and Affirmative Action affairs. His/her responsibilities include, but are not limited to:

Disseminating appropriate directives to boards, commissions and department heads in order to assure compliance with the City's Affirmative Action Plan;

Communicating to all management and supervisory staff that the maintenance of Affirmative Action and Equal Employment Opportunity is an integral part of their responsibilities;

Implementing the City's Affirmative Action Plan;

Distributing an approved copy of the City's Affirmative Action Plan and goals to each City Department Head;

Delegating implementation activities to Department Heads and Administrators as part of their management responsibilities; and

AFFIRMATIVE ACTION OFFICER

The Affirmative Action Officer shall be designated by the Mayor and shall have the responsibility of:

Developing policy statements, internal and external communication techniques;

Identifying problem areas and developing and implementing goals (*both programmatic and numerical*) for the solution of identified problems;

Developing and implementing systems that will measure the effectiveness of programs, indicate the need for remedial action and determine the degree to which goals and obligations have been attained;

Serving as liaison between the City of New Britain and enforcement agencies;

Keeping staff and Board informed of EEO, Affirmative Action and Civil Rights issues impacting or affecting the City;

Holding discussions with managers, supervisors, and employees to ensure that City policies are being followed;

Working with the Director of Human Director to provide training seminars for City employees related to Affirmative Action, Equal Employment Opportunity, Sexual Harassment and ADA;

Ensuring that minority and female employees are given full opportunities for transfer and promotions, and ensuring that minorities and female employees are offered equal opportunities for all city-sponsored activities; and

Coordinating and directing the City of New Britain's Equal Employment Opportunity and Affirmative Action Policies and Programs to ensure compliance

DIRECTOR OF HUMAN RESOURCES

(Section 8-5(c) (2), Charter, City of New Britain, "Equal Employment Opportunity and Affirmative Action")

"It shall be the policy of the City of New Britain to guarantee equal opportunity to all qualified applicants and to all employees with respect to initial employment, advance and general working conditions, without respect to age, race, creed, color, sex, or national origin. The Personnel Director, in consultation with the Civil Service Commission, shall develop and maintain a comprehensive and systematic Affirmative Action Plan which will assure equal opportunity in recruitment and selection, job structure, promotion policies, training to improve job performance and upward mobility, and all other related procedures and practices;

In cooperation with the Affirmative Action Officer, provide training seminars for City employees related to Affirmative Action and Equal Employment Opportunity; and

Review the City's Personnel Policies as they relate to Equal Employment Opportunity and Affirmative Action.

COMMISSION ON HUMAN RIGHTS AND OPPORTUNITIES

(Source: Division 5, Sec. 2-196, City of New Britain Ordinance (as amended July 22, 1996)

Section 2-196. Duties (applicable excerpts):

Prepare an annual report to the Mayor and Common Council on the "state of the City of New Britain" with regard to Human Rights and Opportunities, Affirmative Action, Equal Employment Opportunity and Fair Housing;

Establish goals and programs designed to assure compliance by the City of New Britain in the area of Human Rights and Opportunities, Affirmative Action, Equal Employment Opportunity, Fair Housing and to effect the removal of barriers to the realization of the full potential of all residence of the City of New Britain;

Advise and assist the Civil Service Commission in the establishment and implementation of and outreach and recruiting program designed to bring qualified minority individuals into the civil service system of the City of New Britain;

Monitor and report to the Civil Service Commission on compliance by the Civil Service Office and the Director of Human Resources with the mandates of federal, state and local laws, rules, regulations and programs relating to Human Rights, Affirmative Action and Equal Employment Opportunity;

Process complaints relating to human rights issues and discrimination matters and make referrals to appropriate enforcement agencies;

Interact with all monitoring and enforcement agencies of the federal and state governments with regard to Human Rights, Affirmative Action, Equal Employment Opportunity and Fair Housing including preparation of annual statistical analyses of the City of New Britain's work force data so as to assist in the identification of significant minority groups within the City of New Britain.

DEPARTMENT HEADS

Department Heads and other managers are responsible for complying with all aspects of the City of New Britain's Affirmative Action Plan. They are responsible for ensuring that Affirmative Action receives recognition and support and that supervisors and staff fully understand the City of New Britain's commitment thereto.

Department Heads and other managers shall assist as needed in the preparation, distribution and implementation of the City's Affirmative Action Plan. Other responsibilities include, but are not limited to:

Ensuring that fair and equal employment practices prevail within their respective areas of responsibility;

Initiating affirmative steps to correct any instance of under-utilization of minorities or women; inform the Affirmative Action Office of progress and problems encountered in carrying out the Plan;

Keeping accurate, up-to-date records of employment activities as required.

It shall be the responsibility of each member of management, from the Mayor to all first-line supervisors, to give this Affirmative Action Plan full support.

CITY OF NEW BRITAIN EMPLOYEES

Will demonstrate sensitivity to individual and personal differences when working with other employees and with the public; and

May submit suggestions for strengthening the City of New Britain's Affirmative Action Plan.

In addition, it is the duty of every employee of City of New Britain to create a job environment that is conducive to our nondiscrimination and affirmative action policies.

COERCION

No employee shall be coerced, intimidated or retaliated against by the City or any person for dutifully performing their Affirmative Action responsibilities or engaging in a protected activity. Any person so aggrieved is advised to contact the Director of Human Resources Director for complaint processing.

ORGANIZATIONAL ANALYSIS

This section contains all the authorized positions and titles within the City of New Britain and are categorized in accordance to Equal Employment Opportunity, State and Local Government Information (EEO-4) reporting of Description of Job Categories as follows:

Description of Job Categories

EEO 1-Officials and Administrators: Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, direct individual departments or special phases of the agency's operations, or provide specialized consultation on regional, district or area basis. Includes: department heads, bureau chiefs division chiefs, directors, deputy directors, controllers, wardens, superintendents, sheriffs, police and fire chiefs and inspectors, examiners (bank, hearing, motor vehicle, warehouse), inspectors (construction, building, safety, rent-and-housing, fire, A.B.C., Board, license, dairy, livestock, transportation), assessors, tax appraisers and investigators, coroner, farm managers, kindred workers.

EEO 2-Professionals: Occupations, which require specialized knowledge, and theoretical knowledge, which is usually acquired through college training or through work experience and other training, which provides comparable knowledge. Includes personnel and labor relations workers, social workers, doctors, psychologists, registered nurses, economists, dietitians, lawyers, systems analysts, accountants, engineers, employment and vocational rehabilitation counselors, teachers or instructors, police and fire captains and lieutenants, management analysts, airplane pilots, and navigators, surveyors and mapping scientists, and kindred workers.

EEO 3-Technicians: Occupations, which require a combination of basic scientific or technical knowledge and manual skill, which can be obtained through specialized post-secondary school education or through on the job training. Includes computer programmers, drafters, survey and mapping technicians, licensed practical nurses, photographers, radio operators, technical illustrators, highway technicians, technicians (medical, dental, electronic, physical sciences), police, and fire sergeants, inspectors, (production or processing inspectors, testers and weighers), and Kindred workers.

EEO 4-Protective Service workers: Occupations in which workers are entrusted with public safety, security, and protection from destructive forces. Includes: police patrol officers fire fighters, guards, deputy sheriffs, bailiffs, correctional officers, detectives, marshals, harbor patrol officers, game and fish wardens, park rangers(except maintenance), and kindred workers.

EEO 5-Administrative Support (including Clerical and Sales): Occupations in which workers are responsible for internal and external communication, recording and retrieval of data and/or information and other paperwork required in an office. Includes: bookkeeping, messengers, clerk-typists, stenographers, court transcribers, hearing reporters, statistical clerks, dispatchers, license distributors, payroll clerks, office machine and computer operators, telephone operators, legal assistants, sales workers, cashiers, toll collectors, and kindred workers.

EEO 6-Skilled Craft Workers: Occupations in which worker perform jobs which require special manual skill and a thorough and comprehensive knowledge of the process involved in the work which is acquired through a thorough on the job training and experience or through apprenticeship or other formal training programs. Includes: mechanics and repairs, electricians, heavy equipment operators, stationary engineers, skilled machining occupations, carpenters, compositors and typesetters, power plant operators, water and sewage treatment plant operators, and kindred workers.

EEO 7-Service-Maintenance: Occupations in which workers perform duties which result in or contribute to the comfort, convenience, hygiene or safety of the general public or which contribute to the upkeep and care of buildings, facilities or grounds of public property. Workers in this group may operate machinery. Includes: chauffeurs, laundry and dry cleaning operatives, truck drivers, bus drivers, garage laborers, custodial employees, gardeners, and groundskeepers, refuse collectors, construction laborers, park rangers, (maintenance), craft apprentices/trainees/helpers, and kindred workers.

CITY JOB TITLES BY JOB CATEGORIES

EEO 1- OFFICIALS/ADMINISTRATORS

Director of Finance
Director of Public Works
Director of Water
Director Information Systems
City Assessor
Assistant Corporation Counsel
Director of Health
Director of Municipal Development
Police Chief
Director of Personnel
Fire Chief
Director of Fleet and Facilities
Director of License, Permits & InspectionS
Deputy Chief of Police
Assistant Fire Chief
Director of Senior Center
Budget & Capitol Projects Officer
Director of Public Safety Telecommunications Ctr.
Assistant City Assessor

EEO 2-PROFESSIONALS

After School Program Coordinator
Deputy Building Inspector
Manager of Revenue
City Attorney
City Engineer
Field Services Superintendent
Finance and Purchasing Administrator
Superintendent of Water Quality
Grants Administrator
Administrative Services Officer – Recreation
Administrative Services Officer- Public Works
Water Treatment Superintendent
Public Health Nurse Supervisor
Engineering Program Manager
Police Captain
Accounting Manager
Personnel Administrator
Fleet Manager
Community Service Administrator

EEO 2-PROFESSIONALS

Fire Deputy Chief
Fire Marshal
Deputy Chief & Deputy Chief of Training
Pension Fund Manager
Neighborhood Preservation Program Administrator
Superintendent of Golf Course Operations
Surveyors
Caseworker/Program Manager
Assistant Fire Marshal
Police Lieutenant
Senior Accountant
Records Bureau Supervisor-Police
Administrative Supervisor, Police
Fire Captain
Project Manager
Assistant City Attorney
Fire Lieutenant
Assistant Golf Course Supervisor
Parking & Administrative Coordinator
Fiscal analyst
Fiscal Officer
Grants Coordinator
Code Enforcement Officer
Assessment Analyst
Administrative Accountant
Youth Counselor
Adolescent Specialist
Public Health Nurse
Social Worker
Disabilities Services Specialist
Human Rights Affirmative Action Officer/Fair Rent Administrator
Administrator Services Officer – Fire
Immunization Coordinator
Bilingual/Bicultural Caseworker
Benefits Administrator

EEO 3-TECHNICIANS

Sanitarian
IT Specialist
Construction Inspector
Planner I, II, III
Special Tax Agent
Drafter I, II, III

EEO 3-TECHNICIANS

Building Inspector
Plumbing Inspector
Electrical Inspector
Supervisor, Signalization & Control
Bacteriologist
Sewer & Sidewalk Inspector
Housing Inspector
Paralegal
Assessment Technician
Financial Specialist
Engineer Technician
Project Coordinator (CCND)
Rehabilitation Specialist
Rehabilitation Technician
Laboratory Assistant
Inspector I, II, III, -Fire
Golf Course Technician
Traffic Operations Foreperson
Meter Technician
Police Sergeant

EEO 4-PROTECTIVE SERVICES WORKER

Detectives
Police Officers
Firefighters
Fire Inspector 1, II, III

EEO 5-OFFICE/CLERICAL

Fair Housing Technician
Assistant Town & City Clerk II
Public Safety Telecommunicator I,II, III
Accounting Assistant
Administrative Assistant I, II, III
Legal Administrative Aide II
Transportation Coordinator
Cashier Clerk
Police Matron
Police Jailer
Assessment Aide
Financial Specialist
Revenue Collection Aide
Revenue Specialist - Tax
Revenue Specialist- Water

EEO 5-OFFICE/CLERICAL

Dispatcher (PSTC)

Dispatcher, Water

EEO 6-SKILLED CRAFT WORKER

Chief of Water Treatment

Engineering Aide I, II

Water General Foreperson

Mechanic Foreperson

Assistant Chief of Water Treatment

Assistant Arborist

Horticulturist

Carpenter Foreperson

General Foreperson, Park

Carpenter (PW)

General Foreperson, Sewer

General Foreperson, Streets

General Foreperson Landfill

Lead Filtration Plant Operator

Filtration Operator

Water Foreperson Meter

Water Foreperson

Public Works Foreperson

Vehicle & Equipment Technician

Park Foreperson

Cross Connection Control/Fire

Cemetery Foreperson

Fire Master Mechanic

Mason

Master Electrician

Maintenance Foreperson

Carpenter Foreperson

Tree Trimmer

Sign Painter

Painter

Equipment Technician

Equipment Operator III

Maintenance Mechanic

Reel Grinder (Parks)

Assistant Master Mechanic

Parking Monitor

EEO 7-SERVICE/MAINTENANCE

Park Building Maintainer

EEO 7-SERVICE/MAINTENANCE
Building Grounds Maintainer (Senior Center)
Custodial Foreperson
Golf Maintainer
Traffic Signal Maintainer Mechanic
Meter Technician
Caretaker I, II
Incinerator Foreperson
Pump Station Operator
Parking Meter Attendant
Maintenance Electrician
Custodian Garage Attendant
Scale Operator (PW)
Water Utility Worker
Security Guard
Custodian I
Garage Attendant
Maintainer (Recreation)
Public Works Maintainer
Cemetery Maintainer
Bus Driver
Water Utility Worker (Trainee)

CITY OF NEW BRITAIN WORKFORCE DEMOGRAPHICS

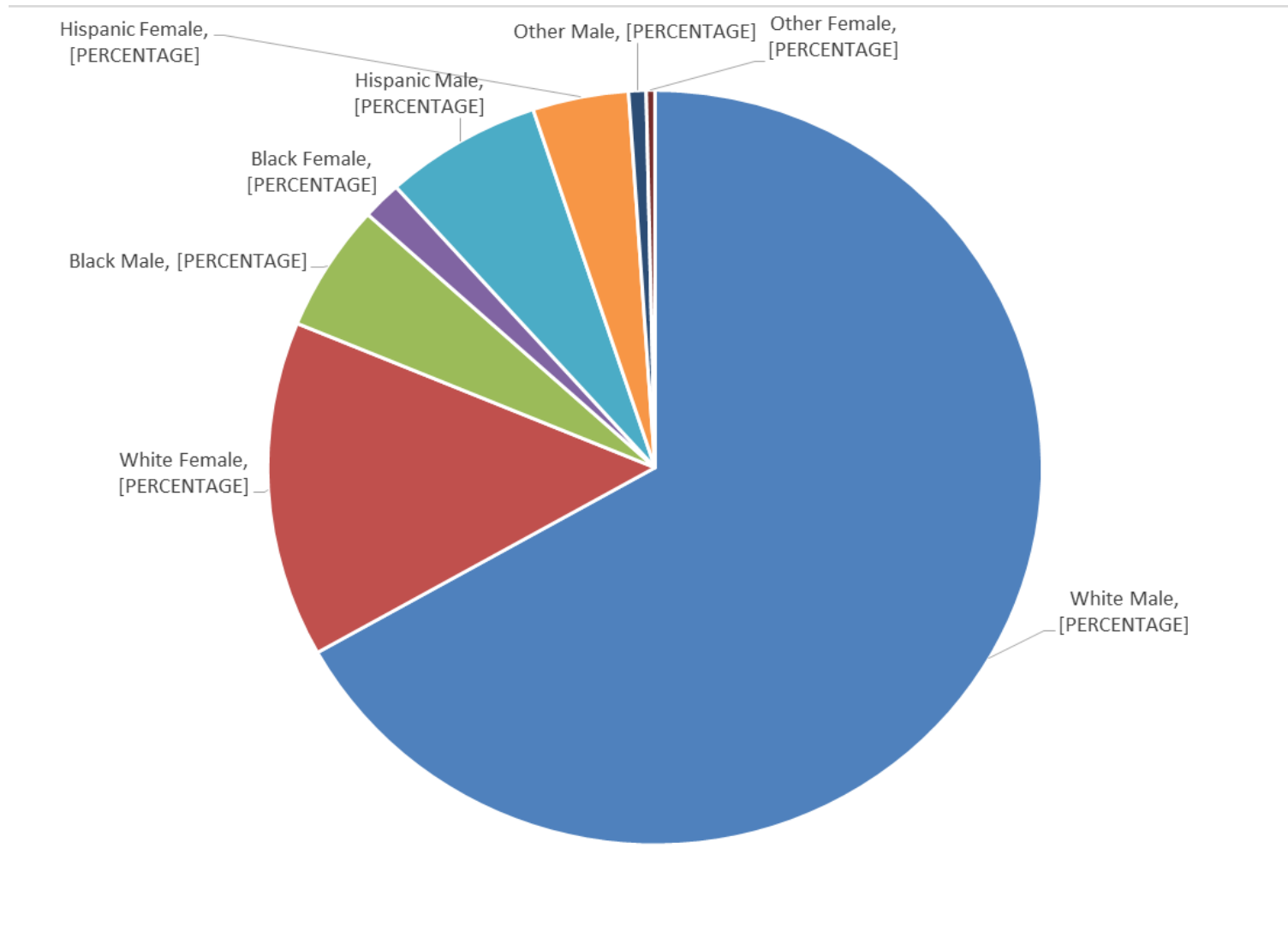
JULY 1, 2014 - JUNE 31, 2015

Job Categories	Grand Total	Total Male	Total Female	W/M	W/F	B/M	B/F	H/M	H/F	O/M	O/F	Total Minorities
Officials /Administrators	17	14	3	14	3							
Professionals	95	72	23	67	21	2		2	2	1		7
Technicians	47	40	7	34	3	3	2	3	2			10
Protective Service	208	192	16	158	8	18	2	14	5	2	1	42
Office/Clerical	74	14	60	11	41	2	5	1	13		1	22
Skilled Craft Workers	51	50	1	44	1	2		3		1		6
Service Maintenance	57	55	2	39	2	3		13				16
Totals	549	437	112	367	79	30	9	36	22	4	2	103
Totals One Year Ago	553	444	109	378	80	27	6	36	21	3	2	95

Job Categories	Grand Total	Total Male	Total Female	W/M	W/F	B/M	B/F	H/M	H/F	O/M	O/F	Total Minorities
Officials /Administrators	3%	82%	18%	82%	18%	0%	0%	0%	0%	0%	0%	0%
Professionals	17%	76%	24%	71%	22%	2%	0%	2%	2%	1%	0%	7%
Technicians	9%	85%	15%	72%	6%	6%	4%	6%	4%	0%	0%	21%
Protective Service	38%	92%	8%	76%	4%	9%	1%	7%	2%	1%	0%	20%
Office/Clerical	13%	19%	81%	15%	55%	3%	7%	1%	18%	0%	1%	30%
Skilled Craft Workers	9%	98%	2%	86%	2%	4%	0%	6%	0%	2%	0%	12%
Service Maintenance	10%	96%	4%	68%	4%	5%	0%	23%	0%	0%	0%	28%
Totals	100%	80%	20%	67%	14%	5%	2%	7%	4%	1%	0%	19%
Totals One Year Ago	100%	80%	20%	68%	14%	5%	1%	7%	4%	1%	0%	17%

CITY OF NEW BRITAIN WORKFORCE DEMOGRAPHICS

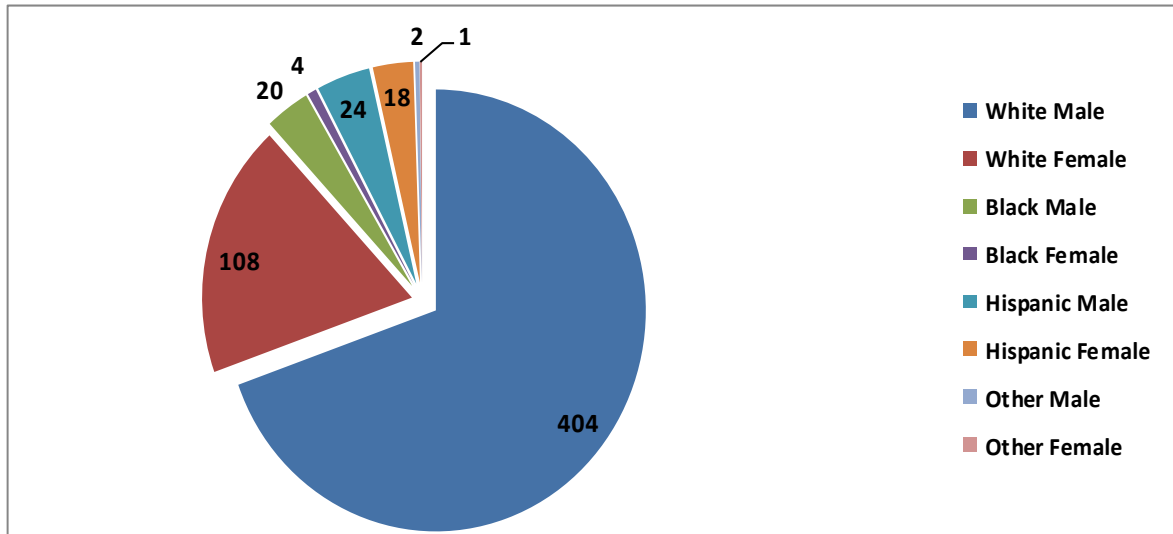
JULY 1, 2014 - JUNE 31, 2015



CITY OF NEW BRITAIN
WORKFORCE COMPOSITION
(Fiscal Year July 1, 2003 - June 30, 2004)

Chart A illustrates the City of New Britain Workforce Composition at the inception of the 2003 Affirmative Action Plan by gender and ethnicity

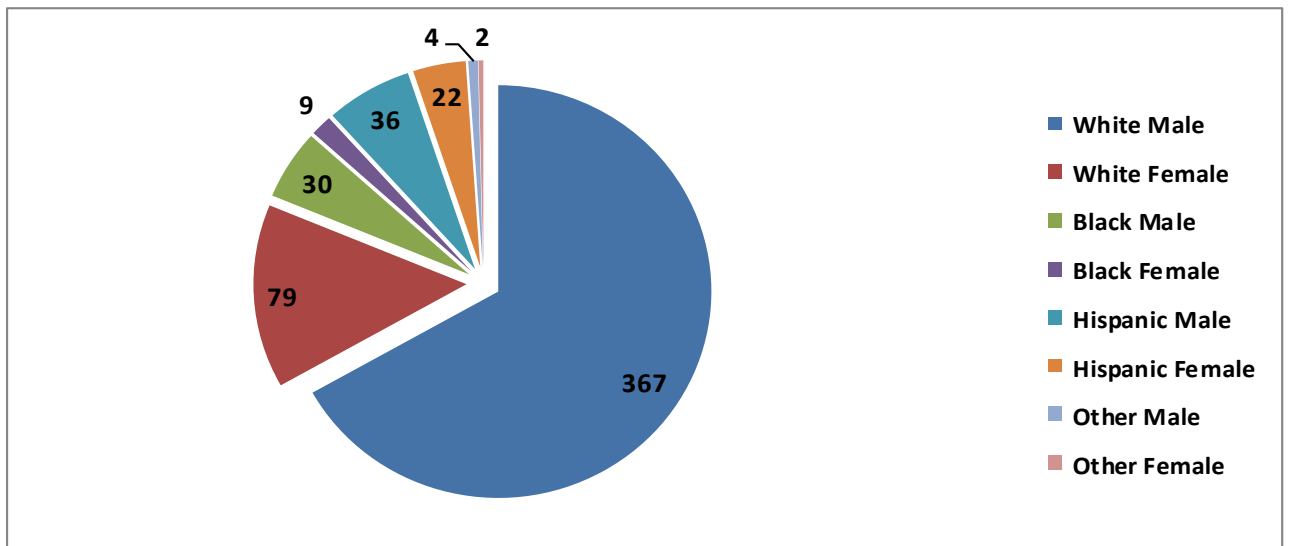
CHART A



CITY OF NEW BRITAIN
WORKFORCE COMPOSITION
(Fiscal Year July 1, 2014 - June 30, 2015)

Chart B illustrates the City of New Britain Workforce Composition for Fiscal Year July 1, 2014 - June 30, 2015, by gender and ethnicity.

CHART B



IDENTIFICATION OF PROBLEM AREAS

This section has been set aside to discuss areas of the employment process that by nature can be problematic.

Employment. The City of New Britain is an Affirmative Action/Equal Employment Opportunity/Equal Access employer. Further, it is the policy of City of New Britain to hire individuals based on their qualifications. Therefore no person shall be excluded from participation in, be denied the benefits of, or otherwise be discriminated against under any program, including employment, because of race, color, sexual orientation, gender, gender identity, national origin, ancestry, religion, age, physical disability, mental retardation, marital status, present or past history of mental disorder or learning disability, criminal record or veteran status. Additionally, every effort shall be made to hire employees for positions for which they are qualified and that enables them to make the best use of their skills and abilities.

Employment Applications. The employment application is an instrument used to collect needed data of importance to the employment process. Efforts have been made and continue to be reviewed to ensure that the employment application collects all the necessary and required information about applicants in a nondiscriminatory manner. Review of the City's employment application found it to be fair, simple and consistent. No questions of a medical nature are asked and no application fee is charged. Of particular concern is the collection of demographic information required to complete both federal and state requests for such information. The City of New Britain will continue to monitor the need to review and amend its employment application and make such amendments as necessary to ensure that needed information is collected without discrimination.

For the jobs requiring the highest level of skills, resumes with letters are also used. There has been no observable relationship between poor paperwork and protected class status.

Job Qualifications and Specifications. Effort is made to write job specifications that allow applicants who qualify at a variety of levels to compete for positions. Care is taken to ensure that when job vacancy announcements are circulated, that the qualifications are not written to match the level of expertise achieved by the last incumbent, but rather to attract individuals with potential who may qualify for the minimum qualifications. Thus all interested persons may apply and be considered for a position without regard for their protected class status.

The City of New Britain has regularly reviewed its job qualifications and specifications through either job studies or through individual review when a position is vacant.

Recruitment Practices. The City of New Britain is an Equal Opportunity/Affirmative Action/Equal Access employer and will therefore indicate such on all of its recruitment announcements. Further, it is the policy of the City of New Britain to hire individuals based on their qualifications and that no person shall be excluded from participation in, be denied the benefits of, or otherwise be discriminated against under any program, including employment, because of

race, color, sexual orientation, gender, gender identity, national origin, ancestry, religion, age, physical disability, mental retardation, marital status, present or past history of mental disorder or learning disability, criminal record or veteran status. Additionally, every effort shall be made to hire employees for positions for which they are qualified and that enables them to make the best use of their skills, experiences and abilities.

The City of New Britain will advertise in forums or media that identify with minorities, women and other targeted groups and will continue to explore alternatives to expand its applicant pool of candidates from such targeted groups. In addition, the city has an extensive list of contacts for Affirmative Action outreach. The City continues to review, validate and expand its recruitment contacts to utilize those that have been proven to be most effective in reaching qualified minorities and women during its recruitment process. Continued efforts to request commitment from our recruitment sources for their help in recruiting minority and female applicants will be made.

Testing. This area has evolved away from the exclusive use of written test instruments to other objective measures such as the evaluation of experience and training or the assessment center, or job simulation, and will continue to evolve. For example, a written test was formerly used for custodial and laborer positions. With the increasing use of experience and training tests for those positions, the City of New Britain shall continue to monitor the impact of such on minority and female applicants in the Skilled Trade and Service/Maintenance areas.

Placement and Promotion Procedures. Placement, promotion, and transfer activities at all levels are monitored to assure that full consideration has been given to all qualified minority and female employees.

Personnel Policies. The City of New Britain will continually monitor and review its personnel practices to ensure that they are in compliance with all applicable state and federal laws and regulations. Additionally, personnel policies are distributed in writing to all new employees and upon request. They include the Merit rules and the Collective Bargaining Unit agreements. They appear to be fair and unbiased.

Orientations. Each new City of New Britain employee is given an orientation to the City of New Britain's policies and procedures, union agreements, discrimination complaint procedure, sexual harassment policies, Affirmative Action Plan, health insurance information, etc. An orientation checklist is available to each new employee to assure that all information is given and received.

Training. On-the-job training programs, as well as other training and educational programs that the City of New Britain uses or supports must be regularly reviewed to assure that minority and female candidates, as well as all other employees, are given equal opportunity to participate. Appropriate steps must be taken to encourage minority and female employees to increase their skills and job potential through participation in available training and educational programs.

Layoffs and Terminations. Both layoff and termination procedures are determined by the bargaining unit agreement and Merit Rules. Particular care shall be taken in the event of layoffs to ensure that such will be done in as fair and equitable manner as possible. All applicable or

effectuating state or federal laws and regulations and collective bargaining agreements will be strictly adhered to.

Terminations will only be made when and as necessary and only for justifiable reason without regard for race, color, sexual orientation, gender, gender identity, national origin, ancestry, religion, age, physical disability, mental retardation, marital status, present or past history of mental disorder or learning disability, criminal record or veteran status.

Benefits. The City of New Britain's benefits packages are determined by the collective bargaining agreements. They are offered to all employees qualified to receive such benefits without regard for their race, color, sexual orientation, gender, gender identity, national origin, ancestry, religion, age, physical disability, mental retardation, marital status, present or past history of mental disorder or learning disability, criminal record or veteran status.

PROGRAMMATIC GOALS

To ensure the effective implementation of identified problems related to the City of New Britain's Affirmative Action Plan and Programs, the following programmatic goals have been established:

PROGRAMMATIC GOAL

Develop and write a more comprehensive Affirmative Action Policy Statement that more adequately addresses the City of New Britain's commitment to Affirmative Action and Equal Employment Opportunity.

Develop and write a more comprehensive Affirmative Action Plan and Program that accurately reflects the City's over-utilization and under-utilization of minorities, women and other protected groups.

Distribution of the City of New Britain's Affirmative Action Plan to the Common Council, management and supervisory personnel. Initial training will be scheduled within two (2) months after the adoption of this Plan.

Ensure that both state and federal Civil Rights posters and the City of New Britain's Affirmative Action Policy Statement are posted on bulletin boards in conspicuous places throughout the City's office locations.

Conduct or provide biannual training explaining the Affirmative Action Plan for administration, appointing authorities, commissions, department heads and union representatives. One of those times should be done shortly after new elections for the purpose of familiarizing newly elected officials of the existence and contents of the City of New Britain's Affirmative Action Plan.

Provide periodic statistical reports and updates on the City of New Britain's progress in meeting its Hiring Goals.

PROGRAMMATIC GOAL

The Mayor shall communicate to department heads, managers and supervisors that Affirmative Action and Equal Employment Opportunity are integral parts of their management and supervisory functions; therefore they are responsible for the implementation of the City of New Britain's Affirmative Action Plan and Program.

Mayor Stewart

The Human Resources/Civil Service office shall periodically review and evaluate the active list used for recruitment and shall amend such list to add or delete names used for recruitment when they prove to be useful or invalid.

The screening procedures shall be monitored to ensure that proper procedure is being followed and that no discriminatory actions be engaged in during the screening process.

Training and/or instructions shall be given to staff involved in conducting interviews to ensure that they understand the principles of interviewing.

The Human Resources Office shall notify the Affirmative Action Officer in writing following each appointment (hires or promotions). The notification shall contain at a minimum the name, race, sex, position and date of appointment for each such action.

Prior to final selection and approval for new hires, contact shall be made with the Affirmative Action Office to find out what are the outstanding Affirmative Action Goals for said position.

The City of New Britain shall look into the feasibility of instituting an Exit Interview for all city employees leaving its employment. Such shall be done to determine reasons for turnover with in the City of New Britain.

AVAILABILITY ANALYSIS

In determining whether race/ethnic groups and/or women are fully and fairly utilized in the workforce, the City conducted an analysis to determine the availability of those groups in the labor market by occupational categories using the following factors to determine Utilization and Underutilization.

Utilization Underutilization Analysis

Utilization:

The following factors were used to determine availability, utilization and underutilization:

- 2000 Census
- Connecticut Labor Market Area (LMA) Job Seekers in the Officials/Administrators, Professionals and Protective Services (Police, Fire) occupational categories. Source: *Connecticut Labor Force Data for Affirmative Action Plans/4th Quarter -2015*
- Hartford Labor Market Area (LMA) Job Seekers in the Technicians, Office/Clerical, Craft Workers and Service Maintenance, occupational categories. Source: *Hartford Labor Force Data for Affirmative Action Plans/4th Quarter-2015*
- City Of New Britain Workforce Analysis for Fiscal Year July 1, 2014-June 30, 2015

Underutilization:

Under-utilization means having fewer minorities or female in a particular job categories that would reasonable be expected by their availability in the workforce or recruitment areas. In general, an overall analysis of the City's labor force shows general under-utilization of women and minorities in all categories.

City of New Britain EEO Job Descriptions:

- EEO1 - Officials and Administrators
- EEO2 - Professionals
- EEO3 - Technicians
- EEO4 - Protective Service
- EEO5 - Office Clerical
- EEO6 - Skilled Craft
- EEO7 - Service Maintenance

Over-utilization/underutilization results:

When over-utilization is indicated for any race or sex in any category, it indicates that based on all the factors used to do the analysis that particular race/sex class is actually over-utilized and no goals will be set for such protected class. Positive numbers shows over-utilization – *i.e., White Male 25 would indicate over-utilization*. On the other hand, when the study indicates that a particular race/sex class is underutilized; goals will be set in harmony with the number of the under-utilization shown. Negative numbers shows under-utilization – *i.e., Black Female –3 would indicate that Black females are underutilized by 3*. In result, three (3) Black female goals will be set.

This format also allows the determination of promotional opportunities with the workforce if setting and weighing promotional goals, enhancing upward-mobility and more equitable use of current staff by job category, race and sex. As minorities and women often come into the City of New Britain's work force via entry-level positions, upward mobility and promotions are useful tools that properly used can assist in offsetting under-utilization and meeting goals as they climb career ladders.

EEO 1 - Officials & Administrators
Various
Statewide

Employment Data - Connecticut Occupational Statistics, 2000 - Statewide

	Total	TM	TF	WM	WF	BM	BF	HM	HF	AM	AF
Chief Executives (111011)	21,582	17,743	3,839	16,790	3,435	205	60	285	285	463	59
General & Operations Managers (111021)	12,393	9,224	3,169	8,450	2,840	225	200	290	65	259	64
Human Resources Managers (113040)	6,103	2,630	3,473	2,170	3,045	240	215	140	120	80	93
Appraisers & Assessors of Real Estate (132021)	1,409	839	570	785	560	40	10	4	0	10	0
Budget Analysts (132031)	468	250	218	205	200	10	4	15	4	20	10
Total	41,955	30,686	11,269	28,400	10,080	720	489	734	474	832	226
Percentage	100.0%	73.1%	26.9%	67.7%	24.0%	1.7%	1.2%	1.7%	1.1%	2.0%	0.5%

Unemployment Data - Characteristics of Job Seekers, June 2015 - Statewide

	Total	TM	TF	WM	WF	BM	BF	HM	HF	AM	AF
Top Executives (SOC Code 11.10)	452	288	164	211	104	29	23	29	25	19	12
Operations Specialties Mgmnts. (SOC Code 11.30)	604	316	288	236	198	21	39	24	21	35	30
Other Mgmt. Occupations (SOC Code 11.90)	1,164	634	530	446	331	70	86	61	70	57	43
Total	2,220	1,238	982	893	633	120	148	114	116	111	85
Percentage	100.0%	55.8%	44.2%	40.2%	28.5%	5.4%	6.7%	5.1%	5.2%	5.0%	3.8%

City of New Britain

RECRUITING AREA: Statewide
 CATEGORY OR CLASS: Officials/Administrators- Various
 REGION/FACILITY IN AREA: Statewide
 DATA RESOURCE: See Availability Data
 FORM 40A1

			GRAND TOTAL1	TOTAL MALE2	TOTAL FEMALE3	WHITE MALE4	WHITE FEMALE5	BLACK MALE6	BLACK FEMALE7	HISPAN MALE8	HISPAN FEMALE9	OTHER MALE10	OTHER FEMALE11		
WORKFORCE %			100.0%	82.4%	17.6%	82.4%	17.6%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	A	
WORKFORCE PARITY %			50.0	34.8	15.2	54.0	26.3	3.6	4.0	3.5	3.2	3.5	2.2	B	
WORKFORCE NOS.			17	14	3	14	3	0	0	0	0	0	0	C	
WORKFORCE PARITY NOS.				5.9	2.6	9.2	4.5	0.6	0.7	0.6	0.5	0.6	0.4	D	
NET UTILIZATION (+/-)				8.1	0.4	4.8	-1.5	-0.6	-0.7	-0.6	-0.5	-0.6	-0.4	E	
PREVIOUS UTILIZATION				0.0	-0.1	9.9	-8.0	-0.6	-1.0	-0.4	-0.5	0.8	-0.2	F	
HIRING GOALS	Previous Filing's Goals	Short	12	2	10	0	8	1	1	1	1	0	0	G	
		Long	0	0	0	0	0	0	0	0	0	0	0	H	
	Current Filing's Hires	Short	0	0	0	0	0	0	0	0	0	0	0	I	
		Long	0	0	0	0	0	0	0	0	0	0	0	J	
	Achiev. % Rate Goals	Short					0.0%	0.0%	0.0%	0.0%	0.0%			K	
		Long												L	
	Current Filing's Goals	Short	7	3	4	0	2	1	1	1	1	1	0	M	
		Long	0	0	0	0	0	0	0	0	0	0	0	N	
PROMO. GOALS INCL. UPWARD MOBILITY	Previous Filing's Goals	Total	0	0	0	0	0	0	0	0	0	0	0	O	
		UM	0	0	0	0	0	0	0	0	0	0	0	P	
	Current Filing's Promos	Total	0	0	0	0	0	0	0	0	0	0	0	Q	
		UM	0	0	0	0	0	0	0	0	0	0	0	R	
	Achiev. % Rate Goals	Total												S	
		UM												T	
	Current Filing's Goals	Total	0	0	0	0	0	0	0	0	0	0	0	0	U
		UM	0	0	0	0	0	0	0	0	0	0	0	0	V
Note:															

EEO 2 - Professionals

Statewide

Employment Data - Connecticut Occupational Statistics, 2000

	Total	TM	TF	WM	WF	BM	BF	HM	HF	OM	OF
General & Operations Managers (111021)	21,347	17,743	3,604	16,790	3,435	205	60	285	50	463	59
Accountants & Auditors (132011)	27,962	13,848	14,114	12,445	11,825	664	985	335	485	404	819
Appraisers & Assessors of Real Estate (132021)	1,409	839	570	785	560	40	10	4	0	10	0
Budget Analysts (132031)	468	250	218	205	200	10	4	15	4	20	10
Personal Financial Advisors (132052)	6,628	4,405	2,223	4,065	1,910	90	145	130	44	120	124
Financial Specialists, All Other (132099)	970	405	565	365	425	25	70	0	55	15	15
Architects, Surveyors & Cartographers (171000)	3,468	2,788	680	2,560	620	65	0	75	35	88	25
Civil Engineers (172051)	3,404	3,059	345	2,670	295	120	0	105	15	164	35
Counselors (211010)	8,659	2,865	5,794	2,055	4,355	565	960	175	400	70	79
Social Workers (211020)	10,902	2,408	8,494	1,530	5,860	519	1,515	305	965	54	154
Misc Comm. & Soc. Service Specialists (211090)	3,434	1,199	2,235	835	1,340	245	475	90	340	29	80
Lawyers (231011)	14,610	10,702	3,908	10,170	3,420	225	205	65	145	242	138
Registered Nurse (291111)	63,333	2,113	61,220	1,660	57,610	135	1,840	85	555	233	1,215
Health Diag & Treat. Pract. Support Techs (292050)	3,798	704	3,094	505	2,555	70	240	105	245	24	54
First-Line Super/Mgrs. of Police & Det (331012)	1,422	1,323	99	1,175	60	95	15	45	4	8	20
First-Line Super/Mgrs. of Fire Fighters (331021)	699	695	4	635	4	50	0	10	0	0	0
Super., Office & Admin. Support Workers (431000)	22,637	7,042	15,595	5,670	13,380	504	1,070	595	820	273	325
Construction & Building Inspectors (474011)	984	959	25	875	15	40	10	30	0	14	0
Water & Liq Waste Treat Plant & Sys. Operators (518031)	649	645	4	600	4	35	0	10	0	0	0
Total	57,814	37,085	20,729	34,290	17,930	1,009	1,204	769	583	1,017	1,012
Percentage	100.0%	64.1%	35.9%	59.3%	31.0%	1.7%	2.1%	1.3%	1.0%	1.8%	1.8%

Unemployment Data - Characteristics of Job Seekers, June 2015 - Statewide

	Total	TM	TF	WM	WF	BM	BF	HM	HF	OM	OF
Operations Specialties Managers (SOC Code 11.30)	604	316	288	236	198	21	39	24	21	35	30
Other Management Occupations (SOC Code 11.90)	1,164	634	530	446	331	70	86	61	70	57	43
Business Operations Specialists (SOC Code 13.10)	484	197	287	121	177	34	55	21	28	21	27
Financial Specialists (SOC Code 13.20)	642	300	342	204	192	36	67	20	35	40	48
Architects, Surveyors & Cartographers (SOC Code 17.10)	40	28	12	21	8	4	2	2	0	1	2
Other Architecture & Engineering Occs (SOC Code 17.90)	174	144	30	100	16	7	2	13	5	24	7
Couns, Social Wrkers, Other Cmnty/Soc Svcs Wkrs (SOC Code 21.10)	676	184	492	45	168	93	214	26	74	20	36
Lawyers, Judges & Related Workers (SOC Code 23.10)	61	24	37	21	20	2	6	1	5	0	6
Nursing, Psychiatric & Home Health Aides (SOC Code 31.10)	1,696	140	1,556	23	310	75	812	28	311	14	123
Spvs of Bldg/Grounds Cleaning & Maint Workers (SOC Code 37.10)	116	94	22	46	9	22	4	18	7	8	2
Total	5,657	2,061	3,596	1,263	1,429	364	1,287	214	556	220	324
Percentage	100.0%	36.4%	63.6%	22.3%	25.3%	6.4%	22.8%	3.8%	9.8%	3.9%	5.7%

City of New Britain

RECRUITING AREA: **Statewide**
 CATEGORY OR CLASS: **Professional - Various**
 REGION/FACILITY IN AREA: **Statewide**
 DATA RESOURCE: **See Availability Data**
 FORM 40A1

			GRAND TOTAL1	TOTAL MALE2	TOTAL FEMALE3	WHITE MALE4	WHITE FEMALE5	BLACK MALE6	BLACK FEMALE7	HISPAN MALE8	HISPAN FEMALE9	OTHER MALE10	OTHER FEMALE11	
WORKFORCE %			100.0%	75.8%	24.2%	70.5%	22.1%	2.1%	0.0%	2.1%	2.1%	0.0%	0.0%	A
WORKFORCE PARITY %			100.1	50.3	49.8	40.9	28.2	4.1	12.5	2.6	5.4	2.9	3.8	B
WORKFORCE NOS.			95	72	23	67	21	2	0	2	2	1	0	C
WORKFORCE PARITY NOS.				47.8	47.3	38.9	26.8	3.9	11.9	2.5	5.1	2.8	3.6	D
NET UTILIZATION (+/-)				24.2	-24.3	28.1	-5.8	-1.9	-11.9	-0.5	-3.1	-1.8	-3.6	E
PREVIOUS UTILIZATION				-19.3	19.3	31.8	-24.3	-2.4	-5.9	3.1	0.4	-1.9	-1.0	F
HIRING GOALS	Previous Filing's Goals	Short	34	4	30	0	24	2	5		0	2	1	G
		Long	0	0	0	0	0	0	0	0	0	0	0	H
	Current Filing's Hires	Short	2	2	0	2	0	0	0	0	0	0	0	I
		Long	0	0	0	0	0	0	0	0	0	0	0	J
	Achiev. % Rate Goals	Short					0.0%	0.0%	0.0%			0.0%	0.0%	K
		Long												L
	Current Filing's Goals	Short	30	5	25	0	6	2	12	1	3	2	4	M
		Long	0	0	0	0	0	0	0	0	0	0	0	N
PROMO. GOALS INCL. UPWARD MOBILITY	Previous Filing's Goals	Total	34	4	30	0	24	2	5	0	0	2	1	O
		UM	0	0	0	0	0	0	0	0	0	0	0	P
	Current Filing's Promos	Total	0	0	0	0	0	0	0	0	0	0	0	Q
		UM	0	0	0	0	0	0	0	0	0	0	0	R
	Achiev. % Rate Goals	Total					0.0%	0.0%	0.0%			0.0%	0.0%	S
		UM												T
	Current Filing's Goals	Total	0	0	0	0	0	0	0	0	0	0	0	U
		UM	0	0	0	0	0	0	0	0	0	0	0	V
NOTE:														

**EEO 3 - Technicians
Various
Hartford LMA**

Employment Data - Connecticut Occupational Statistics, 2000 - Statewide

	Total	TM	TF	WM	WF	BM	BF	HM	HF	AM	AF
Appraisers & Assessors of Real Estate (132021)	1,409	839	570	785	560	40	10	4	0	10	0
Tax Examiners, Collectors, & Rev Agents (132081)	902	388	514	340	485	30	25	14	4	4	0
Financial Analysts (132051)	1,977	1,393	584	1,265	480	40	55	4	10	84	39
Computer Programmer (151021)	12,226	8,439	3,787	7,080	2,910	225	269	285	155	849	453
Civil Engineers (172051)	3,374	3,029	345	2,640	295	120	0	105	15	164	35
Drafters, Engineers & Mapping Techs (173010)	10,133	8,636	1,497	7,530	1,220	379	145	364	58	363	74
Paralegals & Legal Assistants (232011)	5,564	460	5,104	390	4,470	30	305	25	220	15	109
Clinical Lab Technologists & Techs (292010)	4,196	878	3,318	670	2,585	55	300	55	145	98	288
First-Line Super/Mgrs of Police & Det (331012)	1,422	1,323	99	1,175	60	95	15	45	4	8	20
Other Office & Admin Suppt Workers (439000)	48,585	12,011	36,574	9,045	28,365	1,499	4,310	793	2,649	674	1,250
Construction & Building Inspectors (474011)	984	959	25	875	15	40	10	30	0	14	0
Other Transportation Workers (536000)	2,754	2,402	352	1,885	240	204	14	190	48	123	50
Total	88,379	36,557	51,822	30,135	40,870	2,473	5,424	1,690	3,260	2,259	2,268
Percentage	100.0%	41.4%	58.6%	34.1%	46.2%	2.8%	6.1%	1.9%	3.7%	2.6%	2.6%

Unemployment Data - Characteristics of Job Seekers, December 2015 - Hartford

	Total	TM	TF	WM	WF	BM	BF	HM	HF	AM	AF
Financial Specialists (SOC Code 13.20)	190	78	112	57	61	6	21	5	15	10	15
Other Business & Financial Occs (SOC Code 13.90)	128	52	76	33	51	10	10	3	12	6	3
Computer Specialists (SOC Code 15.10)	106	80	26	46	14	16	7	7	3	11	2
Financial Specialists (SOC Code 13.20)	94	88	6	46	4	15	1	7	0	20	1
Drafters, Engineers & Mapping Techs (17.30)	47	40	7	25	4	6	1	5	1	4	1
Other Architecture & Engineering Occs (SOC Code 17.90)	44	39	5	20	4	4	0	4	0	11	1
Other Cmty & Social Services Occs (SOC Code 21.90)	85	23	62	6	27	11	18	5	11	1	6
Legal Support Workers (SOC Code 23.20)	52	6	46	4	26	1	10	1	3	0	7
Other Healthcare Pract & Tech Occs (SOC Code 29.90)	91	16	75	10	40	4	18	0	7	2	10
Other Health Support Occs (SOC Code 31.90)	508	62	446	22	130	20	153	13	116	7	47
First-Line Spv/Mgrs of Protective Svc Workers (SOC Code 33.90)	3	3	0	2	0	1	0	0	0	0	0
Other Bldg/Grounds, Cleaning & Maint Occs (SOC Code 47.90)	75	57	18	15	4	9	4	26	9	7	1
Other Construction & Extraction Occs (SOC Code 47.90)	125	122	3	63	1	19	1	34	1	6	0
Other Installation, Maint & Repair Occs (SOC Code 49.90)	266	247	19	126	8	37	2	65	7	19	2
Total	424	210	214	136	126	32	38	15	30	27	20
Percentage	100.0%	49.5%	50.5%	32.1%	29.7%	7.5%	9.0%	3.5%	7.1%	6.4%	4.7%

City of New Britain

RECRUITING AREA: **Hartford**
 CATEGORY OR CLASS: **Technicians - Various**
 REGION/FACILITY IN AREA: **Hartford**
 DATA RESOURCE: **See Availability Data**
 FORM 40A1

			GRAND TOTAL1	TOTAL MALE2	TOTAL FEMALE3	WHITE MALE4	WHITE FEMALE5	BLACK MALE6	BLACK FEMALE7	HISPAN MALE8	HISPAN FEMALE9	OTHER MALE10	OTHER FEMALE11		
WORKFORCE %			100.0%	85.1%	14.9%	72.3%	6.4%	6.4%	4.3%	6.4%	4.3%	0.0%	0.0%	A	
WORKFORCE PARITY %			100.1	45.5	54.6	33.2	38.0	5.2	7.6	2.8	5.5	4.5	3.7	B	
WORKFORCE NOS.			47	40	7	34	3	3	2	3	2	0	0	C	
WORKFORCE PARITY NOS.				21.4	25.7	15.6	17.9	2.4	3.6	1.3	2.6	2.1	1.7	D	
NET UTILIZATION (+/-)				18.6	-18.7	18.4	-14.9	0.6	-1.6	1.7	-0.6	-2.1	-1.7	E	
PREVIOUS UTILIZATION				0.1	-0.1	12.6	-3.4	-2.6	-4.0	-1.3	-0.5	-0.4	-0.4	F	
HIRING GOALS	Previous Filing's Goals	Short	13	4	9	0	3	3	4	1	1	0	1	G	
		Long	0	0	0	0	0	0	0	0	0	0	0	H	
	Current Filing's Hires	Short	2	1	1	0	0	1	1	0	0	0	0	I	
		Long	0	0	0	0	0	0	0	0	0	0	0	J	
	Achiev. % Rate Goals	Short					0.0%	33.3%	25.0%	0.0%	0.0%		0.0%	K	
		Long												L	
	Current Filing's Goals	Short	21	2	19	0	15	0	2	0	0	2	2	M	
		Long	0	0	0	0	0	0	0	0	0	0	0	N	
PROMO. GOALS INCL. UPWARD MOBILITY	Previous Filing's Goals	Total	0	0	0	0	0	0	0	0	0	0	0	O	
		UM	0	0	0	0	0	0	0	0	0	0	0	P	
	Current Filing's Promos	Total	0	0	0	0	0	0	0	0	0	0	0	Q	
		UM	0	0	0	0	0	0	0	0	0	0	0	R	
	Achiev. % Rate Goals	Total												S	
		UM												T	
	Current Filing's Goals	Total	2	1	1	1	0	0	0	0	0	0	0	1	U
		UM	0	0	0	0	0	0	0	0	0	0	0	0	V
Note:															

**EEO 4 - Protective Service
Various
Statewide**

Employment Data - Connecticut Occupational Statistics, 2000 - Statewide

	Total	TM	TF	WM	WF	BM	BF	HM	HF	AM	AF
Fire Fighters (332011)	3,814	3,759	55	3,165	55	264	0	300	0	30	0
Fire Inspectors (332020)	329	309	20	270	20	25	0	14	0	0	0
Detectives & Criminal Investigators (333021)	1,204	970	234	820	165	35	50	85	19	30	0
Police Officers (333050)	7,039	6,249	790	5,180	580	535	85	450	100	84	25
Total	12,386	11,287	1,099	9,435	820	859	135	849	119	144	25
Percentage	100.0%	91.1%	8.9%	76.2%	6.6%	6.9%	1.1%	6.9%	1.0%	1.2%	0.2%

Unemployment Data - Characteristics of Job Seekers, December 2015 - Statewide

	Total	TM	TF	WM	WF	BM	BF	HM	HF	AM	AF
Fire Fighting & Prevention Workers (SOC Code 33.20)	8	7	1	6	1	1	0	0	0	0	0
Law Enforcement Workers (SOC Code 33.30)	45	30	15	14	7	11	4	2	3	3	1
Other Protective Service Workers (SOC Code 33.90)	410	304	106	118	25	99	49	54	24	33	8
Total	463	341	122	138	33	111	53	56	27	36	9
Percentage	100.0%	73.7%	26.3%	29.8%	7.1%	24.0%	11.4%	12.1%	5.8%	7.8%	1.9%

City of New Britain

RECRUITING AREA: **Statewide**
 CATEGORY OR CLASS: **Protective Service**
 REGION/FACILITY IN AREA: **Statewide**
 DATA RESOURCE: **See Availability Data**
 FORM 40A1

			GRAND TOTAL1	TOTAL MALE2	TOTAL FEMALE3	WHITE MALE4	WHITE FEMALE5	BLACK MALE6	BLACK FEMALE7	HISPAN MALE8	HISPAN FEMALE9	OTHER MALE10	OTHER FEMALE11	
WORKFORCE %			100.0%	92.3%	7.7%	76.0%	3.8%	8.7%	1.0%	6.7%	2.4%	1.0%	0.5%	A
WORKFORCE PARITY %			100.2	82.5	17.7	53.0	6.9	15.5	6.3	9.6	3.4	4.5	1.1	B
WORKFORCE NOS.			208	192	16	158	8	18	2	14	5	2	1	C
WORKFORCE PARITY NOS.				171.6	36.8	110.2	14.4	32.2	13.1	20.0	7.1	9.4	2.3	D
NET UTILIZATION (+/-)				20.4	-20.8	47.8	-6.4	-14.2	-11.1	-6.0	-2.1	-7.4	-1.3	E
PREVIOUS UTILIZATION				0.1	-0.1	74.1	-11.0	-26.9	-10.3	-14.3	-7.6	-3.4	-0.7	F
HIRING GOALS	Previous Filing's Goals	Short	74	44	30	0	11	27	10	14	8	3	1	G
		Long	0	0	0	0	0	0	0	0	0	0	0	H
	Current Filing's Hires	Short	12	5	7	5	3	0	2	0	1	0	1	I
		Long	0	0	0	0	0	0	0	0	0	0	0	J
	Achiev. % Rate Goals	Short					27.3%	0.0%	20.0%	0.0%	12.5%	0.0%	100.0%	K
		Long												L
	Current Filing's Goals	Short	47	27	20	0	6	14	11	6	2	7	1	M
		Long	0	0	0	0	0	0	0	0	0	0	0	N
PROMO. GOALS INCL. UPWARD MOBILITY	Previous Filing's Goals	Total	0	0	0	0	0	0	0	0	0	0	0	O
		UM	0	0	0	0	0	0	0	0	0	0	0	P
	Current Filing's Promos	Total	0	0	0	0	0	0	0	0	0	0	0	Q
		UM	0	0	0	0	0	0	0	0	0	0	0	R
	Achiev. % Rate Goals	Total												S
		UM												T
	Current Filing's Goals	Total	0	0	0	0	0	0	0	0	0	0	0	U
		UM	0	0	0	0	0	0	0	0	0	0	0	0
Note:														

**EEO - 5 Office Clerical
Various
Hartford**

Employment Data - Connecticut Occupational Statistics, 2000 - Hartford

	Total	TM	TF	WM	WF	BM	BF	HM	HF	AM	AF
Accountants & Auditors (132011)	7,702	3,819	3,883	3,330	3,295	300	230	90	170	99	188
Financial Analysts (132051)	359	229	130	205	95	10	35	4	0	10	0
Tax Examiners, Collectors & Revenue Agents (132081)	273	100	173	100	165	0	4	0	4	0	0
Paralegals & Legal Assistants (232011)	1,588	100	1,488	90	1,295	10	120	0	65	0	8
Bailiffs, Correction Officers & Jailors (333010)	1,048	864	184	555	55	210	75	80	40	19	14
Supervisors, Office & Administrative Support Workers (431000)	6,204	2,135	4,069	1,665	3,440	145	310	175	240	150	79
Financial Clerks (433000)	10,236	1,425	8,811	1,125	7,044	189	927	39	533	72	307
Dispatchers (435030)	814	399	415	330	330	44	50	25	10	0	25
Other Transportation Workes (536000)	802	698	104	555	70	70	0	44	14	29	20
Total	29,026	9,769	19,257	7,955	15,789	978	1,751	457	1,076	379	641
Percentage	100.0%	33.7%	66.3%	27.4%	54.4%	3.4%	6.0%	1.6%	3.7%	1.3%	2.2%

Unemployment Data - Characteristics of Job Seekers, June 2015 - Hartford

	Total	TM	TF	WM	WF	BM	BF	HM	HF	AM	AF
Supvrs of Office & Admin Support Workers (SOC Code 43.10)	20	8	12	4	7	0	1	3	3	1	1
Financial Clerks (SOC Code 43.30)	172	24	148	10	89	9	31	1	17	4	11
Information & Record Clerks (SOC Code 43.40)	609	146	463	50	166	50	148	28	110	18	39
Secretaries & Administrative Assistants (SOC Code 43.60)	292	12	280	3	152	4	63	1	41	4	24
Other Office & Admin Support Workers (SOC Code 43.90)	526	117	409	47	165	37	121	22	81	11	42
Total	1,599	299	1,300	110	572	100	363	52	249	37	116
Percentage	100.0%	18.7%	81.3%	6.9%	35.8%	6.3%	22.7%	3.3%	15.6%	2.3%	7.3%

City of New Britain

RECRUITING AREA: **Hartford**
 CATEGORY OR CLASS: **Office Clerical**
 REGION/FACILITY IN AREA: **Hartford**
 DATA RESOURCE: **See Availability Data**
 FORM 40A1

			GRAND TOTAL1	TOTAL MALE2	TOTAL FEMALE3	WHITE MALE4	WHITE FEMALE5	BLACK MALE6	BLACK FEMALE7	HISPAN MALE8	HISPAN FEMALE9	OTHER MALE10	OTHER FEMALE11	
WORKFORCE %			100.0%	18.9%	81.1%	14.9%	55.4%	2.7%	6.8%	1.4%	17.6%	0.0%	1.4%	A
WORKFORCE PARITY %			100.2	26.3	73.9	17.2	45.1	4.9	10.8	0.8	1.9	0.7	4.8	B
WORKFORCE NOS.			74	14	60	11	41	2	5	1	13	0	1	C
WORKFORCE PARITY NOS.				19.5	54.7	12.7	33.4	3.6	8.0	0.6	1.4	0.5	3.6	D
NET UTILIZATION (+/-)				-5.5	5.3	-1.7	7.6	-1.6	-3.0	0.4	11.6	-0.5	-2.6	E
PREVIOUS UTILIZATION				0.1	-0.1	-3.5	13.5	-3.2	-9.6	-0.8	4.6	-0.4	-0.6	F
HIRING GOALS	Previous Filing's Goals	Short	19	8	11	4	0	3	10	1	0	0	1	G
		Long	2	1	1	0	1	1	0	0	0	0	0	H
	Current Filing's Hires	Short	1	1	0	0	0	0	0	1	0	0	0	I
		Long	0	0	0	0	0	0	0	0	0	0	0	J
	Achiev. % Rate Goals	Short				0.0%		0.0%	0.0%	100.0%			0.0%	K
		Long					0.0%	0.0%						L
	Current Filing's Goals	Short	11	5	6	2	0	2	3	0	0	1	3	M
		Long	0	0	0	0	0	0	0	0	0	0	0	N
PROMO. GOALS INCL. UPWARD MOBILITY	Previous Filing's Goals	Total	0	0	0	0	0	0	0	0	0	0	0	O
		UM	0	0	0	0	0	0	0	0	0	0	0	P
	Current Filing's Promos	Total	0	0	0	0	0	0	0	0	0	0	0	Q
		UM	0	0	0	0	0	0	0	0	0	0	0	R
	Achiev. % Rate Goals	Total												S
		UM												T
	Current Filing's Goals	Total	0	0	0	0	0	0	0	0	0	0	0	U
		UM	0	0	0	0	0	0	0	0	0	0	0	V
Note:														

**EEO 6 - Skilled Craft
Various
Hartford**

Employment Data - Connecticut Occupational Statistics, 2000 - Hartford

	Total	TM	TF	WM	WF	BM	BF	HM	HF	AM	AF
Engineers (172000)	27,979	25,319	2,660	22,600	2,275	575	80	694	88	1,450	217
Agricultural Workers (452000)	679	395	284	185	205	15	0	185	79	10	0
Forest & Conservation Workers (454010)	10	10	0	10	0	0	0	0	0	0	0
Agricultural Workers (452000)	689	405	284	195	205	15	0	185	79	10	0
Electricians (472111)	1,620	1,605	15	1,385	15	110	0	85	0	25	0
Brick Masons, Block Masons & Stone Masons (472020)	517	502	15	405	15	59	0	30	0	8	0
Carpenters (473021)	3,439	3,394	45	2,885	35	155	0	255	0	99	10
Painters, Constructions & Maintenance (472141)	1,507	1,403	104	975	80	110	10	250	10	68	4
Automotive Services, Techs & Mechanics (493023)	2,650	2,605	45	1,930	30	320	0	295	15	60	0
Maintenance & Repair Workers, General (499042)	1,138	1,065	73	845	40	90	0	115	19	15	14
Misc Vehicle & Mobile Equip Mech, etc (493090)	730	730	0	700	0	20	0	10	0	0	0
Maintenance Workers, Machinery (499043)	74	70	4	50	0	20	0	0	4	0	0
Plant & System Operators (518000)	513	509	4	430	4	55	0	0	0	24	0
Misc. Motor Vehicles Opr, Including Ambulance Drivers (5330XX)	99	95	4	75	4	10	0	10	0	0	0
Water & Liquid Waste Treatment Plant Operators (518031)	976	953	23	525	12	163	4	180	5	85	2
Total	1,588	1,557	31	1,030	20	228	4	190	5	109	2
Percentage	100.0%	98.0%	2.0%	64.9%	1.3%	14.4%	0.3%	12.0%	0.3%	6.9%	0.1%

Unemployment Data - Characteristics of Job Seekers, June 2015 - Hartford

	Total	TM	TF	WM	WF	BM	BF	HM	HF	AM	AF
Supvrs of Farming, Fishing & Forestry Wkrs (SOC Code 45.10)	2	1	1	1	1	0	0	0	0	0	0
Supvrs of Construction & Extraction Workers (SOC Code 47.10)	16	16	0	13	0	1	0	1	0	1	0
Construction & Trade Workers (SOC Code 47.20)	976	953	23	525	12	163	4	180	5	85	2
Helpers, Construction Trades (SOC Code 47.30)	184	181	3	101	1	28	1	30	0	22	1
Other Construction & Extraction Occs (SOC Code 47.90)	125	122	3	63	1	19	1	34	1	6	0
Supvrs of Installation, Maintenance & Repairs Wkrs (SOC Code 49.10)	4	2	2	2	1	0	0	0	1	0	0
Electrical & Electronic Equip Mechanics, Installers (SOC Code 49.20)	30	28	2	11	2	5	0	6	0	6	0
Vehicle & Mobile Equip Mech, Installers & Repairers (SOC Code. 49.30)	122	119	3	67	1	17	1	27	0	8	1
Other Installation, Maint & Repair Occs (SOC Code 49.90)	266	247	19	126	8	37	2	65	7	19	2
Plant & System Operators (SOC Code 51.80)	8	7	1	6	0	0	1	0	0	1	0
Total	1,731	1,675	56	914	26	270	10	343	14	148	6
Percentage	109.0%	105.5%	3.5%	57.6%	1.6%	17.0%	0.6%	21.6%	0.9%	9.3%	0.4%

City of New Britain

RECRUITING AREA: **Hartford**
 CATEGORY OR CLASS: **Skilled Craft**
 REGION/FACILITY IN AREA: **Hartford**
 DATA RESOURCE: **See Availability Data**
 FORM 40A1

			GRAND TOTAL1	TOTAL MALE2	TOTAL FEMALE3	WHITE MALE4	WHITE FEMALE5	BLACK MALE6	BLACK FEMALE7	HISPAN MALE8	HISPAN FEMALE9	OTHER MALE10	OTHER FEMALE11		
WORKFORCE %			100.0%	97.7%	2.3%	88.6%	2.3%	0.0%	0.0%	6.8%	0.0%	2.3%	0.0%	A	
WORKFORCE PARITY %			104.6	101.8	2.8	61.3	1.5	15.7	0.7	6.0	0.2	3.5	0.1	B	
WORKFORCE NOS.			44	43	1	39	1	0	0	3	0	1	0	C	
WORKFORCE PARITY NOS.				44.8	1.2	27.0	0.7	6.9	0.3	2.6	0.1	1.5	0.0	D	
NET UTILIZATION (+/-)				-1.8	-0.2	12.0	0.3	-6.9	-0.3	0.4	-0.1	-0.5	0.0	E	
PREVIOUS UTILIZATION				0.1	-0.1	9.3	-0.2	-4.8	-0.2	-4.8	-0.2	0.9	-0.9	F	
HIRING GOALS	Previous Filing's Goals	Short	11	10	1	0	0	5	1	5	0	0	0	G	
		Long	0	0	0	0	0	0	0	0	0	0	0	H	
	Current Filing's Hires	Short	3	3	0	3	0	0	0	0	0	0	0	I	
		Long	0	0	0	0	0	0	0	0	0	0	0	J	
	Achiev. % Rate Goals	Short						0.0%	0.0%	0.0%				K	
		Long												L	
	Current Filing's Goals	Short	7	7	0	0	0	6	0	0	0	0	1	0	M
		Long	0	0	0	0	0	0	0	0	0	0	0	0	N
PROMO. GOALS INCL. UPWARD MOBILITY	Previous Filing's Goals	Total	0	0	0	0	0	0	0	0	0	0	0	O	
		UM	0	0	0	0	0	0	0	0	0	0	0	P	
	Current Filing's Promos	Total	0	0	0	0	0	0	0	0	0	0	0	Q	
		UM	0	0	0	0	0	0	0	0	0	0	0	R	
	Achiev. % Rate Goals	Total												S	
		UM												T	
	Current Filing's Goals	Total	0	0	0	0	0	0	0	0	0	0	0	0	U
		UM	0	0	0	0	0	0	0	0	0	0	0	0	V
Note:															

**EEO 7 - Service Maintenance
Various
Hartford**

Employment Data - Connecticut Occupational Statistics, 2000 - Hartford

	Total	TM	TF	WM	WF	BM	BF	HM	HF	AM	AF
Maintenance & Repair Workers, General (499042)	1,138	1,065	73	845	40	90	0	115	19	15	14
Agricultural Workers (452000)	689	405	284	195	205	15	0	185	79	10	0
Meter Readers, Utilities (435041)	44	44	0	10	0	30	0	4	0	0	0
Water & Liquid Waste Treatment Plant Operators (518031)	976	953	23	525	12	163	4	180	5	85	2
Security Guards & Gaming Surveillance Officers (339030)	2,609	2,163	446	1,145	230	649	115	280	69	89	32
Maintenance & Repair Workers, General (499042)	1,138	1,065	73	845	40	90	0	115	19	15	14
Parking Lot Attendants (533021)	129	115	14	80	0	25	0	10	4	0	10
Bus Drivers (533020)	1,718	929	789	570	490	170	110	170	185	19	4
Water & Liquid Waste Treatment Plant Operators (518031)	976	953	23	525	12	163	4	180	5	85	2
Total	7,303	5,674	1,629	3,370	977	1,142	229	944	361	218	62
Percentage	100.0%	77.7%	22.3%	46.1%	13.4%	15.6%	3.1%	12.9%	4.9%	3.0%	0.8%

Unemployment Data - Characteristics of Job Seekers, June 2015 - Hartford

	Total	TM	TF	WM	WF	BM	BF	HM	HF	AM	AF
Supv of Building, Grounds Cleaning & Maint Wkrs. SOC Code 37.10)	34	28	6	14	4	4	1	5	1	5	0
Grounds Maintenance Workers (SOC Code 37.10)	340	325	15	145	10	45	0	118	5	17	0
Building, Cleaning & Pest Control Workers (SOC Code 37.20)	258	135	123	36	27	40	28	51	64	8	4
Other Personal Care & Service Workers (SOC Code 39.90)	208	30	178	7	46	12	70	6	46	5	16
Other Installation, Maint & Repair Occs (SOC Code 49.90)	266	247	19	126	8	37	2	65	7	19	2
Agriculture Workers (SOC Code 45.20)	79	64	15	12	5	11	1	37	9	4	0
Plant & System Operators (SOC Code 51.80)	8	7	1	6	0	0	1	0	0	1	0
Other Office & Admin Support Workers (SOC Code 43.90)	526	117	409	47	165	37	121	22	81	11	42
Total	879	435	444	191	178	85	125	124	97	35	44
Percentage	100.0%	49.5%	50.5%	21.7%	20.3%	9.7%	14.2%	14.1%	11.0%	4.0%	5.0%

City of New Britain

RECRUITING AREA: **Hartford**
 CATEGORY OR CLASS: **Service Maintenance**
 REGION/FACILITY IN AREA: **Hartford**
 DATA RESOURCE: **See Availability Data**
 FORM 40A1

			GRAND TOTAL1	TOTAL MALE2	TOTAL FEMALE3	WHITE MALE4	WHITE FEMALE5	BLACK MALE6	BLACK FEMALE7	HISPAN MALE8	HISPAN FEMALE9	OTHER MALE10	OTHER FEMALE11	
WORKFORCE %			100.0%	96.5%	3.5%	68.4%	3.5%	5.3%	0.0%	22.8%	0.0%	0.0%	0.0%	A
WORKFORCE PARITY %			100.2	63.7	36.5	34.0	16.9	12.7	8.7	13.6	8.0	3.5	2.9	B
WORKFORCE NOS.			57	55	2	39	2	3	0	13	0	0	0	C
WORKFORCE PARITY NOS.				36.3	20.8	19.4	9.6	7.2	5.0	7.8	4.6	2.0	1.7	D
NET UTILIZATION (+/-)				18.7	-18.8	19.6	-7.6	-4.2	-5.0	5.2	-4.6	-2.0	-1.7	E
PREVIOUS UTILIZATION				0.1	-0.1	23.2	-8.4	-3.1	-3.2	-3.5	-3.5	-1.1	-0.4	F
HIRING GOALS	Previous Filing's Goals	Short	23	8	15	0	8	3	3	4	4	1	0	G
		Long	0	0	0	0	0	0	0	0	0	0	0	H
	Current Filing's Hires	Short	6	6	0	3	0	2	0	1	0	0	0	I
		Long	0	0	0	0	0	0	0	0	0	0	0	J
	Achiev. % Rate Goals	Short					0.0%	66.7%	0.0%	25.0%	0.0%	0.0%		K
		Long												L
	Current Filing's Goals	Short	26	6	20	0	8	4	5	0	5	2	2	M
		Long	0	0	0	0	0	0	0	0	0	0	0	N
PROMO. GOALS INCL. UPWARD MOBILITY	Previous Filing's Goals	Total	0	0	0	0	0	0	0	0	0	0	0	O
		UM	0	0	0	0	0	0	0	0	0	0	0	P
	Current Filing's Promos	Total	0	0	0	0	0	0	0	0	0	0	0	Q
		UM	0	0	0	0	0	0	0	0	0	0	0	R
	Achiev. % Rate Goals	Total												S
		UM												T
	Current Filing's Goals	Total	0	0	0	0	0	0	0	0	0	0	0	U
		UM	0	0	0	0	0	0	0	0	0	0	0	0
Note:														

CITY OF NEW BRITAIN

HIRING GOALS CHART

CATEGORIES	GRAND	TOTAL	TOTAL	WHITE	WHITE	BLACK	BLACK	HISPANIC	HISPANIC	OTHER	OTHER
	TOTAL	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE
Officials/Administrato	7	3	4		2	1	1	1	1	1	
Professionals	30	5	25		6	2	12	1	3	2	4
Technicians	21	2	19		15		2			2	2
Protective Services	47	27	20		6	14	11	6	2	7	1
Office/Clerical	11	5	6	2		2	3			1	3
Skilled Craft Workers	7	6	1			6					1
Service/Maintenance	26	6	20		8	4	5		5	2	2
Total	149	54	95	2	37	29	34	8	11	15	13

Revised: April 11, 2016

CITY OF NEW BRITAIN

HIRING GOALS PROGRESS REPORT

OFFICIALS/ADMINISTRATOR

Race	Staff	Hiring Goals	Meets Goals	Not Meet Goals	% Goals
W/M	14				0%
W/F	3	2			0%
B/M		1			0%
B/F		1			0%
H/M		1			0%
H/F		1			0%
O/M		1			0%
O/F					0%
TOTAL	17	7	0	0	0%

PROFESSIONALS

Race	Staff	Hiring Goals	Meets Goals	Not Meet Goals	% Goals
W/M	67				0%
W/F	21	6			0%
B/M	2	2			0%
B/F		12			0%
H/M	2	1			0%
H/F	2	3			0%
O/M	1	2			0%
O/F		4			0%
TOTAL	95	30	0	0	0%

TECHNICIANS

Race	Staff	Hiring Goals	Meets Goals	Not Meet Goals	% Goals
W/M	34				0%
W/F	3	15			0%
B/M	3				0%
B/F	2	2			0%
H/M	3				0%
H/F	2				0%
O/M		2			0%
O/F		2			0%
TOTAL	47	21	0	0	0%

PROTECTIVE SERVICE

Race	Staff	Hiring Goals	Meets Goals	Not Meet Goals	% Goals
W/M	158				0%
W/F	8	6			0%
B/M	18	14			0%
B/F	2	11			0%
H/M	14	6			0%
H/F	5	2			0%
O/M	2	7			0%
O/F	1	1			0%
TOTAL	208	47	0	0	0%

OFFICE/CLERICAL

Race	Staff	Hiring Goals	Meets Goals	Not Meet Goals	% Goals
W/M	11	2			0%
W/F	41				0%
B/M	2	2			0%
B/F	5	3			0%
H/M	1				0%
H/F	13				0%
O/M		1			0%
O/F	1	3			0%
TOTAL	74	11	0	0	0%

SKILLED CRAFT

Race	Staff	Hiring Goals	Meets Goals	Not Meet Goals	% Goals
W/M	44				0%
W/F	1				0%
B/M	2	6			0%
B/F					0%
H/M	3				0%
H/F					0%
O/M	1				0%
O/F		1			0%
TOTAL	51	7	0	0	0%

SERVICE/MAINTENANCE

Race	Staff	Hiring Goals	Meets Goals	Not Meet Goals	% Goals
W/M	39				0%
W/F	2	8			0%
B/M	3	4			0%
B/F		5			0%
H/M	13				0%
H/F		5			0%
O/M		2			0%
O/F		2			0%
TOTAL	57	26	0	0	0%

Race	Staff	Hiring Goals	Meets Goals	Not Meet Goals	% Goals
W/M					0%
W/F					0%
B/M					0%
B/F					0%
H/M					0%
H/F					0%
O/M					0%
O/F					0%
TOTAL	0	0	0	0	0%

Total Goals & Total % Goals Met	149	0.0%
Total Hires = Opportunities To Achieve	0	
Total/Percent Hires Meeting Goals	0	#DIV/0!
Total/Percent Hires Not Meeting Goals	0	#DIV/0!

APPENDIX A

City of New Britain Affirmative Action Plan Glossary of Terms

AAP:	Affirmative Action Plan
Accessibility:	A barrier-free environment in which architectural and program barriers are absent. Refers to the physical accessibility of buildings and structures as well as access to programs, activities and services by persons who have sensory or communication disabilities.
Affirmative Action:	Specific results-oriented activities which are undertaken to correct the effects of past discrimination. (Affirmative Action is based on Title VII of the Civil Rights Act of 1964, as Amended and Presidential Executive Order #112460).
Affirmative Action Plan:	Written, document outlining those steps to be taken to bring about Affirmative Action. The execution plan will assure measurable results for Affected Group members. It is a result-oriented program designed to achieve Equal Employment Opportunity rather than simply a Policy to assure anti-discrimination
Affirmative Action Goals:	Long range and short range numerical objectives fixed realistically, based on the number of vacancies expected and the number of qualified applicants available in the labor market. The Ultimate goal of the plan is to achievement a level of parity for all Affected Group persons in those areas where they have been underutilized.

Glossary of Terms Cont'd

Affected Class:	A definable group which at this point in time continues to suffer from the effects of past discrimination as shown by a utilization analysis of a current workforce. For purpose of this Affirmative Action Plan, individuals who are Blacks, Puerto Ricans/Hispanics, Asian/Pacific Islanders, Native Americans/Alaskan Natives and Females are considered as Affected Class.
Discrimination:	Policies and practices which appear neutral on their face but which have negative, exclusionary, differential impact on specific groups in their application.
Equal Employment Opportunity:	The right of all people to be protected by the law such that they may work and advance on the basis of their merit, ability, and potential without consideration due to race, color, sex, sexual orientation, gender identity, religion, national origin, age, mental or physical disability, or sexual preference.
Persons With A Disability:	A person with a physical or mental impairment which substantially limits the performance of one or more major life activities such as working, walking, seeing, hearing, speaking, or learning. A record of such impairment or being regarded as having such impairment also puts a person in this group.
Protected Class:	Everyone is a member of a protected class under the law.
Reasonable Accommodation:	A modification or adjustment that is made to a job, the job schedule, or the equipment used to perform a job, to enable the person with a disability to perform the essential functions of the job. The term means: (a) Modifications or adjustments to a job application process that enables a qualified applicant with a disability to be considered for the position such applicant.

Glossary of Terms

Cont'd

desires; or (b) Modifications or adjustment to the work environment, or to the manner or circumstances under which the position held or desired is customarily performed, that enable a qualified individual with advisability to perform the essential functions of that position; or (c) Modifications or adjustment that enable a covered entity's employee with a disability to enjoy equal benefits and privileges of employment as are enjoyed by its other similarly situated employees without discrimination.

Utilization Analysis:

A review of the characteristics of the workforce in relation to affected class participation by job categories, race and sex, and by department for comparison with the 2000 Census population for Hartford Standard (SMSA) and job seekers (Unemployment Statistics) for the Hartford (SMSA) was compared with the City of New Britain workforce.

Underutilization:

An indication that the participation of affected class members in particular job categories is less than reasonably would be expected based upon the result of the utilization analysis.

APPENDIX B

NATIONAL ORIGIN AND ETHNICITY DEFINITIONS

Hispanic or Latino - A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or other Spanish culture or origin regardless of race.

White (Non-Hispanic or Latino) - All persons having origins in any if the original peoples of Europe, North Africa or the Middle East.

Black or African American (Non-Hispanic or Latino) - A person having origins in any of the black racial groups of Africa.

Asian (Non-Hispanic or Latino)- A person having origins in any of the original peoples of the Far East, South Asia or the Indian Subcontinent , including , for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

Native Hawaiian or other Pacific Islander (Non-Hispanic or Latino) - A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

American Indians or Alaskan Native (Non-Hispanic or Latino) - A person having origins in any of the original peoples of North and South America.

Two or More Races (Non-Hispanic or Latino) - Persons who identify with two or more racial categories named above.

SOURCE USED:

EQUAL EMPLOYMENT OPPORTUNITY COMMISSION WASHINGTON D.C. INSTRUCTION BOOKLET
EEOC FORM 164, STTE AND LOCAL GOVERNMENT INFORMATION (EEO-4)

Approved by OMB, No. 3046-008

Expires 05/31/2018



CITY OF NEW BRITAIN NONDISCRIMINATION POLICY AND PROCEDURES

Policy. The City of New Britain is committed to a policy of nondiscrimination in employment. No person shall be discriminated against in terms and conditions of employment, personnel practices, or access to programs, services, and activities with regard to: age; ancestry, color; gender identity and expression; intellectual disability; learning disability; mental disability; physical disability; marital status, national origin; race; religious creed; sex; including pregnancy, transgender status, sexual harassment and sexual assault; sexual orientation; or any other status protected by federal or state laws.

Definitions

Discrimination. Discrimination is defined as conducts that is directed at an individual because of his or her protected class and subject the individual to different treatment to interfere with or limit the ability of the individual to participate in, or benefit from, the services, activities, or privileges provided by the city, which adversely affects the individuals employment.

Discrimination Harassment. Discrimination Harassment is defined as verbal or physical conduct that is directed at an individual because of his or her protected class, and is sufficiently severe, persistent, or pervasive so as to have a purpose or effect of unreasonable interfering with the individual work performance or creating an intimidating, hostile or offensive work environment.

Workplace bullying. Workplace bullying refers to repeated, unreasonable actions of individuals (or a group) directed towards an **employee** (or a group of **employees**), which are intended to intimidate, degrade, humiliate, or undermine; or which create a risk to the health or safety of the **employee(s)**.

PROCEDURES FOR FILING DISCRIMINATION COMPLAINT

Resolution Options

A employee who believes that her or she has been subject to discrimination or harassment of this policy and seeks to take action may use either the informal resolution process or the formal complaint process, or both. The informal resolution process and formal complaint resolution process described in this policy are not mutually exclusive and neither is requires as a pre-conditioned for choosing the other; however, they cannot be used at the same time.

Informal Resolution Process

This process may be used as a prelude for filing a formal complaint or as an alternative. It is not necessary that this option be used. Anyone who believes that he or she has been subject to discrimination may immediately file formal complaint as described below under the "Complaint Procedure". Informal resolution may be an appropriate choice when the conduct involved is not of a serious or repetitive nature, and disciplinary action is not required to remedy the situation. No formal investigation is involved in the informal resolution process.

1. **Reporting:** The Employee shall report to the department/division head informally the alleged discrimination she/he were subjected to. The department/division head shall seek a fair and equal resolution to the complaint. Early conciliation is encouraged; meeting informally with the person(s) against the allegations have been directed and objectively obtaining mutual satisfactory agreements amongst those involved. The department/division head, shall draft an agreement, which shall be signed, by the complainant and respondent with a copy to the Affirmative Action Officer and/or Personnel Director, within no later ten (10) work days from the date it was filed.
2. **Timeframe:** Informal resolutions will be completed within a reasonable amount of time from receipt.
3. **Confidentially and Documentation:** The City will endeavor to maintain confidentiality to the extent permitted. The City will find attempt to find the right balance between the individuals desire for privacy and confidentiality with the responsibility of the City to provide as environment free of discrimination prohibited by law.

Complaint Procedures:

Reporting

1. The City of New Britain encourages any person who believes that he or she has been subjected to discrimination to immediately report it to the Director of Human Resources.
2. Complaints shall be filed in a timely fashion but no later than thirty (30) working days after the date of the alleged act(s) of discrimination of the date (s) that the complainant became aware of the alleged discriminatory act (s). Complainant will be advised of the procedures for filing a formal discrimination complaint.
3. Complainant will be made aware of their rights to be represented by their union and any other representation available to them.
4. Complainant will be asked to complete the "Employment Discrimination Form" and to submit documents and any other evidence pertinent to the complaint, within no later than ten (10) working days. Complaints will be handled in person, by phone or by e-mail as dictated by circumstance.

Complaint Investigation

1. The Director of Human Resources with the assistance of Corporation Counsel as appropriate is responsible for investigating formal complaints.
 - a. The Director of Human Resources shall have all the cooperation of all persons (s) involved or contacted during the investigation, as well as in all stages of the complaint.
 - b. As part of the investigation process, the accused individual shall be provided with a copy of the allegations and be given the opportunity to respond verbally and/or in writing within a reasonable time frame.
 - c. The complainant and the accused individual may present any document or information that is believed to be relevant to the complaint.
Any persons thought to have information relevant to the complaint shall be interviewed and such interviews shall be appropriately documented.

- d. The investigation of a complaint will be concluded as soon as possible after receipt of the written complaint but no later than sixty (60) working days.
- e. Upon completion of the investigation, the Director of Human Resources must issue a written report to the Mayor. The report shall include recommendation (s) of whether a violation of the policy occurred, an analysis of the facts discovered during the investigation, any relevant evidence and recommended disciplinary action if a violation of the policy occurred. The Affirmative Action Officer will be notified of the results of the investigation.
- f. The Mayor shall, within five (5) working days upon receipt of the report shall approve or modify the recommendations (s) of the Director of Human Resources in writing. Once these recommendations have been approved, disapproved or modified, they shall become the directives of the Mayor. The Complainant, appropriate department/division head and respondent employees will be notified of the final determination.
- g. Department Head is responsible to carry out the provisions of the resolution as recommended and approved by the Mayor.

False Complaints:

Any person who knowingly and intentionally files a false complaint under this policy or any person who knowingly and intentionally makes false statements within the course of the investigation is subject to disciplinary action up to and including dismissal from the City.

Confidentiality and Documentation:

The City shall document complaints and their resolution to the extent permitted by law, complaints and information received during the investigation will remain confidential. Relevant information will be provided only to those persons who need to know in order to achieve a timely resolution of the complaint.

Dissemination of Policy:

The nondiscrimination policy will be included in the employee handbook

The nondiscrimination policy will be discussed and distributed during employee orientation

The nondiscrimination policy will be posted in each City Department

City of New Britain

Employment Discrimination Complaint Form

Complaints, pursuant to the City of New Britain Nondiscrimination Complaint Policy, must be filed in a timely fashion but no later than thirty (30) days after the date of the alleged act(s) of discrimination or the date(s) that the complainant became aware of the alleged discriminatory act(s). The full Discrimination Policy and Procedure can be obtained by contacting the Director of Human Resources.

Confidentiality: Complaints shall be maintained as confidential. The information it obtains during the course of an investigation to the extent possible, except where disclosure is required: by an obligation imposed on the City of New Britain by law; pursuant to the investigative process in order to complete a thorough investigation of the complaint and obtain the required information to make a sound recommendation; to advise Respondent, Complainant, or other appropriate party identified as to the outcome of an investigation; or to facilitate other legitimate Department processes, on a need to know basis.

Notice: The person(s) against whom the complaint is made will be notified of the allegations contained in the complaint.

Retaliation: Retaliation against anyone for filing a discrimination complaint or participating in an investigation is prohibited by federal and state law.

I believe I was unlawfully discriminated against based upon my:

() age – D.O.B: () past or present history of mental disability

() ancestry () physical disability

() color () national origin

() gender identity or expression () race

() intellectual disability () religious creed

() learning disability () sex

() marital status () sexual orientation

() retaliation (i.e. for complaining of conduct believed to be discriminatory)

() other basis of discrimination. Please explain: _____

COMPLAINING PARTY:

NAME: _____

Telephone: _____

Job Title: _____

Location: _____

IMMEDIATE SUPERVISOR:

NAME: _____

Telephone: _____

WITNESSES:

NAME: _____

Telephone: _____

Job Title: _____

NAME: _____

Telephone: _____

Job Title: _____

NAME: _____

Telephone: _____

Job Title: _____

This image shows a full page of white paper with horizontal blue ruling lines. The lines are evenly spaced and run across the width of the page, providing a template for handwriting practice or general writing. There are no margins, text, or other markings on the page.

Complaining party: _____ Date: _____



CITY OF NEW BRITAIN SEXUAL HARASSMENT POLICY STATEMENT

It is the policy of the City of New Britain to provide a workplace environment that is free of sexual harassment as defined by both federal and state statutes in which, emphasizes the dignity and worth of every member of its workplace and its visitors, free from discriminatory conduct or communication. Sexual harassment in any form will not be tolerated.

It is the responsibility of the Mayor of the City of New Britain to maintain a working environment free of sexual harassment and intimidation. Director of Human Resources with the assistance of the Corporation Counsel has been designated as the coordinators for investigations and enforcement of the City of New Britain Sexual Harassment Policy.

Directors, department heads, chairpersons, supervisors, and elected city official share responsibility for the implementation of the City's policy in regard to sexual harassment in their respective positions and units. Accountability for compliance with this policy, as with all other City policies, will be part of their regular performance evaluation. Other persons who suspect sexual harassment should report it to an appropriate person in their departments/divisions.

This policy shall apply to all individuals affiliated with the City of New Britain including, but not limited to employees, volunteers, and visitors, and is intended to protect the rights and privacy of both the complainant and respondent and other involved individuals, as well as to prevent retaliation or reprisal. Individuals who violate this policy may be subject to disciplinary or other corrective action.

Definitions

Sexual Harassment. For the purpose of this policy "sexual harassment" is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- 1) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- 2) Submission to or rejection of such conduct by any individual is used as the basis for employment decisions affecting such individual ; or
- 3) Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment."

Examples of SEXUAL HARASSMENT Include

- unwelcome sexual advances
- suggestive or lewd remarks
- unwanted hugs, touches, kisses
- requests for sexual favors
- retaliation for complaining about sexual harassment
- derogatory or pornographic posters , cartoons, or drawings

Retaliation. Retaliation is subjecting a person to an adverse employment action because he or she made a complaint under this policy or assisted or participated in any manner in an investigation under this policy.

Investigation

In determining whether alleged conduct constitutes sexual harassment, the City of New Britain will look at the totality of circumstances, including the nature of the conduct and the context in which the alleged incidents occurred. The determination that the conduct violates City's policy will be made on a case-by-case basis. The preponderance of the evidence customary will be used to make the final determination. The City will take immediate and appropriate corrective action based on the findings in each case. Violations of this policy may lead to disciplinary action up to and including dismissal or termination of employment.

Retaliation

Retaliation as defined in this policy is prohibited. Any individual subject to this policy who intentionally engages in retaliation may be subject to disciplinary or other corrective action as appropriate.

All personnel of the City of New Britain are expected to conduct themselves in keeping with the policy of prohibiting sexual harassment.

Related Documents to Sexual Harassment Statement:

- Policy and Procedures
- Complaint Forms

Policy history:

Revised: March 12, 2016



CITY OF NEW BRITAIN SEXUAL HARASSMENT POLICY AND PROCEDURES

I

POLICY

It is the policy of the City of New Britain to provide a workplace environment that is free of sexual harassment as defined by both federal and state statutes in which, emphasizes the dignity and worth of every member of its workplace and its visitors, free from discriminatory conduct or communication. Sexual harassment in any form will not be tolerated.

II

ILLUSTRATIVE EXAMPLES OF SEXUAL HARASSMENT

1. Insinuated or explicit threats that an employee's refusal to submit to sexual advances will adversely affect any condition of that employee's employment or career development;
2. Unwelcome flirtations, advances , propositions, and other actions including , but not limited to , pinching , patting cornering, " elevator eyes", leering, suggestive, and/ or insulting or degrading remarks and/or obscene gestures or looks , sex-orientated jokes, and assault;
3. Verbal abuse and/or insulting or degrading remarks of a sexual nature , threats, and suggestive comments;
4. Any display of sexually suggestive objects or pictures in the workplace;
5. Any other related behavior which creates an intimidating , hostile, or otherwise offensive working environment;
6. Third party situations where one individual is offended by the sexual interaction , conduct or communication between others;
7. Retaliation against any employee for complaining about the behaviors above;
8. Any other conduct that constitutes a violation of state and federal statutes;
9. Stalking

III

INFORMAL RESOLUTION OF SEXUAL HARASSMENT (PRIOR TO FILING A COMPLAINT)

An employee who believes he or she has been sexually harassed has several adoptions when dealing with the situation. One way of addressing the situation is in an informal manner, such as the following;

1. Approach the person(s) face-to-face, describe the behavior you believe and ask that it stop.
2. Write a letter to the person(s) describing the behavior you believe and ask that it stop.
3. Approach one or more of the following persons to informally bring the behavior to the offender's attention and ask it to stop.
 - Immediate supervisor
 - Supervisor's immediate superior (should the alleged harasser be the employee's Supervisor);
 - The Director of Human Resources;
 - The Union Representative;
 - Any combination of the above mentioned personnel.

IV

PROCEDURES FOR FILLING COMPLAINTS OF SEXUAL HARASSMENT

If an employee does not want to use the informal process, or has used the informal the informal process but has not successfully stopped the harassment, the employee may make use of the formal procedures for filling complaints of sexual harassment.

1. The employee should report the behavior to the:
 - Immediate supervisor
 - Supervisor's immediate superior (should the alleged harasser be the employee's Supervisor);
 - The Director of Human Resources;
 - The union Representative;
 - Any combination of the above mentioned personnel.
2. The employee must be prepared to outline specifics of the incident or behavior, including the name of the suspected harasser, and any potential witnesses.
3. The supervisor or person receiving the complaint must be prepared to document all available information, including the name of the complainant, suspected harasser, any potential witnesses, and a detailed description of the incident or behavior generating the complaint.
4. This information is then immediately reported to the Corporation Counsel.

Retaliatory action of any kind against an employee who files a complaint of sexual harassment will not be tolerated (and may be cause for further disciplinary action).

V

INVESTIGATING SEXUAL HARASSMENT COMPLAINTS

Investigation

In determining whether alleged conduct constitutes sexual harassment, the City of New Britain will look at the totality of circumstances, including the nature of the conduct and the context in which the alleged incidents occurred. The determination that the conduct violates City's policy will be made on a case-by-case basis. The preponderance of the evidence customary will be used to make the final determination. The City will take immediate and appropriate corrective action based on the findings in each case. Violations of this policy may lead to disciplinary action up to and including dismissal or termination of employment.

The investigative report shall include a finding as to whether or not sexual harassment has occurred. If sexual harassment has occurred, the appropriate authority will take disciplinary action after consultation with the Director of Human Resources. All parties involved in the sexual harassment complaint will be notified of the decision and action to be taken. Those personnel to be included are the accused harasser, the complainant, the investigator(s), and any other personnel necessary. The Affirmative Action Officer will be notified of the results of the investigation.

Should there be a finding of sexual harassment, there will be a periodic review to ensure that sexual harassment has not recurred.

STATE OF CONNECTICUT LAW REGARDING HUMAN RIGHTS DISCRIMINATION

"Sec.46a-60. (Formerly Sec. 31-126). Discriminatory employment practices prohibited. (a) It shall be a discriminatory practice in violation of this section

(8) For an employer, by himself or his agent, for an employment agency, by itself or its agent, or for any labor organization, by itself or its agent to harass any employee, person seeking employment, or member on the basis of sex. "Sexual harassment" shall, for the purposes of this section, be defined as any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when (1) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment."

VIII

EEOC GUIDELINES REGARDING SEXUAL DISCRIMINATION

EEOC guidelines define sexual harassment as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature ...when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment ;

3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

IX

POSTING

A copy of this policy and procedure shall be posted in a prominent place in all City departments, agencies and workplaces.

Dated at New Britain, Connecticut, this _____th of 2016.

Erin E Stewart, Mayor



**City of New Britain
Sexual Harassment Complaint Form**

Employee Name			
Department		Title	
Age		Sex	

Date of Incident		Time of Incident	
Person(s) you allege committed the sexual harassment:			
Name		Position/Title	

Please describe the incident in detail, including your reaction to incident:

Person(s) who witnessed the incident, if any:	

Additional Notes:

I understand that this matter will need to be investigated, but that all the information will be kept confidential to the extent that it is possible.

Date

Employee Signature

Date

Supervisor Signature

CONCLUDING STATEMENT

I, Erin E. Stewart, Mayor of the City of New Britain, have overseen the development of the City of New Britain's Affirmative Action Plan and have read the same, and therefore understand the contents to be true and accurate to the best of my knowledge and belief.

On behalf of the City of New Britain and as appointing authority, I pledge that every good faith effort shall be exerted to achieve the objectives, goals and timetables as set forth in this Plan.

Erin E. Stewart, Mayor

Date